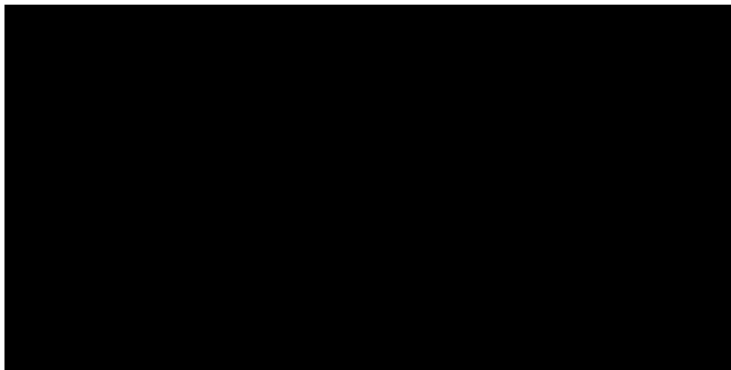


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Minutes of the 20th Meeting
of the Administration Career Board
25 February 1957

1. Those present:



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2. The Minutes of the Nineteenth Meeting of the Administration Career Board were approved as presented.

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3. The Minutes of the Third, Fourth and Fifth Meetings of the Administration Career Board Working Committee were presented and approved in principle.

4. The Applications for Membership in the Career Staff for [redacted] were presented and the Board recommended approval for Type A Membership.

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5. The Board recommended [redacted] for membership to the Administration Career Board Working Committee vice [redacted] who is scheduled to depart for [redacted] in March 1957.

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25X1A6a

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6. The Administration Career Service completed the first competitive promotion evaluation of the true Administrative complement in September 1956. In October, the Administration Career Service adopted the competitive rankings and promotion quotas as a guide for considering promotion recommendations and reassignments during the period 1 October 1956 through April 1957 and scheduled the next competitive evaluation for March 1957.

In view of the above, the Board recommended that a Competitive Evaluation Panel be established to: (1) competitively rank GS-12, 13, and 14 Administrative Officers, (2) establish promotion quotas, and (3) nominate individuals considered to be the best qualified and most deserving of promotion in accordance with the

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EYES ONLY

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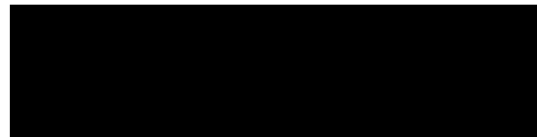
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10. The Board discussed the proposed "Plan by Which Employees May Be Fairly Selected for Duty at Posts Abroad Where Conditions Do Not Permit Dependents to Accompany the Employees" and recommended approval with minor changes (copy attached).

11. The meeting adjourned at 1145 hours.



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Executive Secretary
Administration Career Board

The above recommendations and conclusions of the Administration Career Board are approved.



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L. K. WHITE
Deputy Director
(Support)

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AGENDA ITEM FOR CONSIDERATION BY THE
ADMINISTRATION CAREER SERVICE

SUBJECT: Method by Which Employees May Be Fairly Selected for Duty at Posts Abroad Where Conditions Do Not Permit Dependents to Accompany the Employee

1. This paper combines a suggested solution in an individual case and a proposed policy for general consideration. The individual case is described to illustrate the situation.

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2. The Administration Career Service is faced with the necessity of assigning a well-qualified general administrative officer to [REDACTED] where conditions are such that children or other dependents, except wives, cannot accompany employees. There is no available qualified administrative officer at headquarters without dependents, or with only a wife as dependent, who may be considered for this assignment. We have found a temporary solution in the assignment of a single man already in the field. This temporary solution does not alter the need for a permanent solution because this individual has already served more than a year of his tour abroad; the tour in [REDACTED] is 18 months.

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3. Recognizing that we must not lower our standards in selecting employees for such undesirable posts, we must look toward selection of a qualified employee who must separate from his family for a period of 18 months while stationed at [REDACTED]

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It is believed that many career-minded employees would make the sacrifice of temporary separation from their families and would accept assignment at such undesirable posts provided they are directed to do so after being selected through a fair selection process. It is believed that generally wives and dependents of employees would understand and would accept such directed assignment whereas it seems probable that many wives and dependents would find it difficult to understand the voluntary acceptance of such assignments. A fair method of selection for this type of assignment within the Administrative Career Service might be as follows:

a. The career management officer would list all employees who are available in the United States within the grade or grades determined to be desirable for the particular job under consideration. Generally, employees now in the field would not be considered since, if they have dependents with them, a serious problem would result from the employee's reassignment within the field to a post where his dependents could not accompany him.

b. From this list would be stricken the names of any employees whose personal circumstances are known to be such that their separation from their families could not reasonably be expected (such as employees with invalid dependents who are dependent upon their presence with them).

c. Employees remaining on the list would be advised in writing that they are being considered, along with other candidates in similar circumstances, for an assignment which will require temporary separation

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from their dependents. If an employee has extraordinary reasons why he should not separate from his dependents, he should make this fact known in an EYES ONLY memorandum to the career management officer.

d. The career management officer would present the list of employees, including those who feel that they should not be assigned for personal reasons, to the working committee of the Administration Career Board. The working committee will then present to the Administration Career Board a list in the order of preference based upon qualifications for the job. This list should contain not less than three names; and if the individual has requested an exception, that fact should be noted by his name on the list.

e. The Administration Career Board will consider the list and if there is a single individual who is exceptionally qualified for the job, the Board will recommend assignment of this individual to the Head of the Administration Career Service for final decision. If, however, there are several individuals deemed to be equally acceptable for the assignment, consideration might be given either to accepting the individual placed at the head of the list by the working committee, or to the drawing of a name from among those considered equally acceptable. In either of the above events, a statement will be presented to the Head of the Administration Career Service indicating the method of selection and listing, for information, all other individuals who were considered available and qualified for the job but who were eliminated from the selection list by the working committee.

4. There should be no indication to the individual selected for the job that because of the fact of his selection he will receive any special consideration for future assignments, promotions, or special benefits. However, as a matter of firm policy, in the Administration Career Service, an individual who is selected for such assignments and who performs well in the job should be recognized as a career employee who has demonstrated that he can be counted upon to serve where and when he is most needed. Such an employee should not be inconvenienced by further assignments of this nature except in cases of extreme need or emergencies. Such valuable service should also be taken into consideration in competitive evaluation for promotion.

5. In the above manner, it should appear that highly qualified employees can be assigned to hardship areas without inconvenience to the employee beyond that which is unavoidable by the nature of our business; and for such inconvenience, the employee should in part be compensated by the enhancement of his career with the Agency.

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